



RECORDS RETENTION AND DISPOSITION SCHEDULE

Veterans' Affairs, Indiana Department of. Veterans' Home, Indiana.

| Agency: Veterans' Home, Indiana | | Division: | |
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| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i> | RETENTION PERIOD |
| 1 | 80-1670 | MEMBERS' MEDICAL RECORDS A typical member medical record could contain physician comments, physician orders, nurses' notes, medical test(s) information, x-rays, physical therapy records and many other related forms and documents. This record series also contains the original member application formerly maintained in the Social Services Department. Disclosure of these records may be subject to IC 5-14-3-4(a)(9), (2008 Indiana General Assembly) Retention partially consistent with IC 16-39-7-1, (2004 Edition and 2009 Indiana General Assembly) | TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; eight (8) calendar years after death or discharge of the member. |
| 2 | 2001-17 | GENERATOR TEST REPORT, NO STATE FORM NUMBER SHOWN These tests of the electrical generators can be regularly scheduled events or non-scheduled, such as maintenance, contractor required or other. The day, date and time is recorded and pre-start check information (including oil level and air compressor data) is also listed. Calendar year reports are maintained in a three (3) ring loose-leaf binder. | DESTROY four (4) calendar years after the end of the calendar year of the report. |
| 3 | 2001-19 | AMOCO OIL ANALYSIS CUSTOMER REPORT (NOT A STATE FORM) This periodic report tests the fuel oil at the Indiana Veterans' Home. It lists physical tests, wear on metal and additives and other metals and any maintenance recommendations. Calendar year reports are maintained in a three (3) ring binder. | DESTROY four (4) calendar years after the end of the calendar year of the report. |
| 4 | 2001-20 | ALARM TESTING REPORTS This computer-generated report shows the location and type of alarm at the Indiana Veterans' Home and percentage of alarm level (sensitivity index). Initials of the employee initiating the data request are listed. Reports are also maintained in a loose-leaf, three (3) ring binder. | DESTROY four (4) calendar years after the end of the calendar year of the report. |
| 5 | 2001-21 | CEMETERY LOCATION CARD This is an index card created to show the location of a member's burial site. The member's name is listed along with the date of birth and death, the member's age at the time of death, cemetery location and maintenance employee's name and the year the card was completed. | TRANSFER to the INDIANA ARCHIVES, for EVALUATION. SAMPLING or WEEDING pursuant to archival principles; upon dissolution of the Maintenance Division and its successor divisions. |
| 6 | 2001-23 | MEMBER SUGGESTIONS A member may submit a suggestion for a change in any area of the Indiana Veterans' Home and the department staff has a limited amount of time to reply. Suggestions are submitted to the different program areas so that a response can be provided to the member. | DESTROY four (4) years after the year in which the suggestion was received. |
| 7 | 2001-25 | MORNING REPORT OF INDIANA VETERANS' HOME This report is completed each day of the calendar month, with extensive categories for members present or absent, members receiving federal aid nursing care and domiciliary care and members who were deceased or discharged during the month. This record can be used to document and verify the State Home Report. Disclosure of these records may be subject to 38 USC 5701(a) and (b). Retention based on IC 34-13-1-1. | TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; ten (10) years after death or discharge of all listed members. |
| 8 | 2001-26 | CONSOLIDATED REPORT, INDIANA VETERANS' HOME Circulated via e-mail. Census information is taken from the Morning Report (R.S. 2001-25). Disclosure of these records may be subject to 38 USC 5701(a) and (b). Retention consistent with IC 34-13-1-1. | DESTROY ten (10) years after the end of the calendar year. |

Approved by the Indiana Oversight Committee on Public Records

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| 9 | 2001-27 | <p>STATE HOME REPORT AND STATE MONTH OF FEDERAL AID CLAIMED, USDVA FORM 10-558</p> <p>This two-sided form is submitted to the U.S. Department of Veterans' Affairs monthly to claim payment for Veterans' Affairs aid. Statistics and financial data are present but no member identification is listed. Retention based on IC 34-13-1-1.</p> | DESTROY ten (10) years after the end of the federal fiscal year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 10 | 2001-28 | <p>REPORT OF MORNING CENSUS</p> <p>This daily census report lists veterans and non-veterans present on "today's report" versus "yesterday's report" in a specified building and floor. All members returning or leaving the building are personally identified. State Form Number 1880 may be used or data may be retained in computer format. Disclosure of these records may be subject to 38 USC 5701(a), and (b), (January 08, 2008 Edition) Retention partially based on 410 IAC 16.2-3.1-50, (September 2, 2009 Update)</p> | DESTROY/DELETE five (5) years after death or discharge of the member. |
| 11 | 2001-29 | <p>CARD REFERENCE FILE-ACTIVE MEMBERS</p> <p>This is a color-coded index used as a quick reference to the member's status. SF 14987 is the Veteran Pass/Furlough and SF 46610 is the Non-Veteran Pass/Furlough. Extensive member personal identification is listed. Arrangement is alphabetical by the member's last name. Disclosure of these records may be subject to 38 USC 5701(a), and (b).</p> | TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles, fifty (50) years after the death or discharge of the member. |
| 12 | 2001-31 | <p>APPLICATION FOR STANDARD GOVERNMENT HEADSTONE OR MARKER, USDVA FORM 40-133</p> <p>This application is completed and signed by the Superintendent of the Indiana Veterans' Home. The headstone or marker supplied by the US Department of Veterans' Affairs is used in the cemetery located on the grounds of the Indiana Veterans' Home. The original application is submitted to the federal entity and a photocopy is also retained in the Maintenance Department. A typical record may have memos or correspondence attached or notifications of delivery from the company delivering the grave marker or a claim voucher. Several months may elapse between the application submission date and receipt of the marker. Retention based on IC 34-13-1-1, (2004 Edition)</p> | DESTROY ten (10) years after the headstone or marker has been placed on the grave. |
| 13 | 2001-32 | <p>CEMETERY AND BURIAL RECORDS</p> <p>Beginning with a ledger book and continuing thru the present with a spiral notebook and other types of notebooks and note pads, a record is made of members buried in the cemetery located on the grounds of the Indiana Veterans' Home. Typical dates range from pre-1900 through the present. The member's full name is recorded, birth and death dates, cemetery area and an indication that a headstone was ordered. An early ledger book lists the service area and if the deceased person was the wife or widow of a member.</p> | TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; 100 calendar years after the year of the member's death. |
| 14 | 2001-48 | <p>HEALTH OFFICIAL/POOLS AND SPAS/BEACHES AND LABS REPORT FORM, SF 36740</p> <p>County health departments test samples of drinking water and other water sources for contaminants and submit the results to the Environmental Lab of the State Department of Health. The Indiana Veterans' Home and its drinking water is one (1) source in Tippecanoe County. Retention based on 40 CFR 141.33, (July 1, 2008 Revision)</p> | DESTROY five (5) years after the year of the latest samples reported. |

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| 15 | 2001-49 | VISITOR SIGN-IN SHEETS (NO STATE FORM NUMBER SHOWN) This daily form is used for visitors to the Indiana Veterans' Home Library. Residents, Indiana Veterans' Home employees and/or other state employees could be frequent visitors. The total number of visitors each month is used by the Recreation Department of the Indiana Veterans' Home. Disclosure of these records may be subject to 5-14-3-4(b)(16), (2008 Indiana General Assembly) | DESTROY at the end of the calendar month. |
| 16 | 2001-50 | DONATION CORRESPONDENCE Veterans' organizations and other organizations around the state of Indiana may periodically send a monetary gift to the Indiana Veterans' Home. Sometimes a gift is designated for a specific purpose or specific resident. Some groups sponsor a resident. A file usually consists of the donor correspondence, photocopy of the check, yellow ply of the receipt and a copy of the acknowledgement correspondence under the Indiana Veterans; Home Superintendent's name. Correspondence is arranged by calendar month. Retention based on IC 34-13-1-1, (2004 Edition) | DESTROY ten (10) years after the end of the calendar year in which the donation was received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 17 | 2009-34 | SURVEILLANCE FOLLOW-UP NO STATE FORM NUMBER SHOWN) This medical record is created and maintained for member illnesses. A member is identified and various physical situations listed, including the resolution. Disclosure of these records may be subject to IC 5-14-3-4(a)(9)), (2008 Indiana General Assembly) Retention based on IC 16-39-7-1, (2004 Edition and 2009 Indiana General Assembly) | DESTROY seven (7) calendar years after completion of the resolution status. |
| 18 | 81-857 | MEMBERS' FINANCIAL RECORDS Disclosure of these records may be subject to 38 USC 5701(a) and (b), (January 08, 2008 Edition); Retention based on IC 34-13-1-1, (2004 Edition) | DESTROY records of accounts with a zero (-0-) balance ten (10) years after death or discharge of the member and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 19 | 81-858 | VETERANS' HOME COMFORT AND WELFARE FUND Pursuant to IC 10-6-1-7(c), 2008 Indiana General Assembly, this fund is established. The administrative head of the administrative unit for special institutions shall deposit all money collected from the members for the cost of their care and maintenance in this fund. A portion of this fund may be withdrawn and deposited in a special fund to be known as the "veterans' home building fund". Disclosure of these records may be subject to 38 USC 5701(a) and (b), (January 08, 2008 Edition); Retention based on IC 34-13-1-1 (2004 Edition). | DESTROY records of accounts with a zero (-0-) balance ten (10) years after death or discharge of the member and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 20 | 81-860 | PATIENT'S RECREATION FUND ATtpical patients' recreation fund includes requisitions, claim-vouchers and invoices pertaining to purchases from the patients' recreation fund. The file includes the Indiana Veterans' Home Patient Recreation Fund Balance Sheet. Disclosure of these records may be subject to 38 USC 5701(a) and (b), (January 08, 2008 Edition] Retention based on IC 34-13-1-1, (2004 Edition) | DESTROY after ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 21 | 81-869 | ACCIDENTS AT THE INDIANA VETERANS' HOME These could include visitors or employees. Disclosure of these records may be subject to IC 5-14-3-4(a)(9), (2008 Indiana General Assembly) Retention based on 29 CFR 1904.33, (July 1, 2008 Revision) | DESTROY five (5) years following the end of the year the records cover. |
| 22 | 81-876 | WORK ORDERS-IN-HOUSE An in-house work order for various daily jobs is a maintenance project completed within the Indiana Veterans' Home by Indiana Veterans' Home employees. Data is also maintained in computer format. | DESTROY hard copy records after project completion and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DELETE computer data after project completion and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |